



DEPARTMENT OF THE ARMY  
HEADQUARTERS, AREA II, SUPPORT ACTIVITY  
UNIT #15333  
APO AP 96205-5333

REPLY TO  
ATTENTION OF:

IMKO-AB-MWA-AFA

12 October 2005

AREA II COMMAND POLICY # 1-11

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standards of Child Supervision in Yongsan and Area II

1. REFERENCES:

a. AR 608-18, The Army Family Advocacy Program, 27 September 2004.

b. Memorandum, HQ CFSC-CYS, 11 Jul 00, subject: Out of School Child Supervision Requirements for Elementary and Middle School Children and Youth During Parental Duty Hours.

2. PURPOSE: This policy establishes acceptable parameters and provides guidance to parents, enforcement agencies, health care providers and the general community concerning minimum acceptable standards of supervision for children/youth in Yongsan and Area II.

3. APPLICABILITY: This policy applies to all United States Forces, Korea (USFK) personnel and their family members residing in Area II and any personnel granted access to the installation.

4. GENERAL:

a. Sponsors are responsible for the health, welfare and safety of minor family members at all times. Sponsors are responsible for ensuring family members and guests obey the provisions of this policy. The sponsor's chain of command is responsible for the sponsor and family members assigned or attached to their command or agency.

b. Commanders have a responsibility to reduce potential for command liability through risk management. Enforcement of parental responsibility and implementation of a child supervision policy helps commanders:

- (1) Protect the safety of children/youth by ensuring they are supervised.
- (2) Safeguard others from risks associated with children/youth unsupervised in housing/common areas, e.g. playing with matches.
- (3) Minimize installation property damage, e.g. vandalism.
- (4) Reduce soldier, civilian and family member lost duty time due to child/youth misconduct through lack of supervision.

5. POLICY:

a. No child of any age will be left unattended under circumstances involving potential or actual risk to the child's health and safety. The risk is determined by the parent.

b. Children with special needs: Particular consideration must be given to children and youth with special needs who may not meet normal developmental milestones. Parents of children identified with special needs should initiate discussions with their health care professionals, issues pertaining to child supervision. If necessary, the health care professional will determine if the identified child/youth will follow guidelines as stated in this policy, or modified guidelines. If guidelines are modified, a written statement will be provided to the parent and a notation will be placed in the child's medical records.

c. Refer to the enclosed Age Matrix for minimum community standards for use in making decisions involving safety and proper supervision of children. The following further clarifies the matrix.

(1) Parental duty hours, generally Monday - Friday 0600 - 1800:

(a) Military personnel who have family member elementary and middle school youth in grades K- 8th have a responsibility to ensure that their children are appropriately supervised during parental duty hours.

(b) All supervision requirements are based on school grade, not age. The school year is considered August-to-August. This means that a child who completes a grade is considered to remain in the same grade for that summer program activities and until the next school year begins. Children who do not attend Department of Defense Dependent Schools (DoDDS) must be supervised according to this policy based on the grade to which they would be assigned if they were attending a DoDDS school.

(c) Kindergarten and elementary children in grades K-5 must receive direct supervision and will not be in self-care or home alone during weekday, school-out, vacation and/or summer out of school time. Direct supervision is defined as adult supervision on a regular basis. These children are generally 5-10 years. Appropriate supervision options may include designated adult, relative, or sibling, (seventh grade or older), Family Child Care, Child Development Center, School Age Services, or in-home babysitter.

(d) Middle school youth in grades 6-8 may be in self or monitored care. Self or monitored care is defined as a responsible adult being aware of the child's location and activities and the child having an emergency contact available at all times. Parents assess child's ability to be in monitored care, but these youth are generally 11-14 years. Appropriate supervision options may include team sports, clubs, volunteer activities, Youth Center, instructional classes, or designated adult.

(2) Children outside and unattended while parent or caregiver is in the home or immediate vicinity.

(a) Preschool children will not be left unattended under any circumstances.

(b) PLAYGROUNDS: Kindergarten and first graders may play unattended at the playground, in the yard or in the general vicinity of the home provided they have immediate access to parental or designated caregiver supervision. **NOTE: immediate access is defined as within hearing or visual distance.**

(c) Second thru fifth graders may play unattended at the playground, in the yard or in the general vicinity of home (same housing area) provided the parent or designated caregiver is in the home or immediate vicinity and knows the location of the child. Parent checks on the child or has the child check in at parent or caregiver's location every hour.

(d) Sixth thru eighth grade children/youth may play outside unattended provided they have access to adult supervision. **NOTE: access is defined as having ability to contact a verifiable, prearranged, responsible adult who is in the immediate area in case of an emergency and the parent knowing the location of the child.**

(e) Children in the fifth grade and below are not authorized to go off-post unescorted.

(3) **OUT OF HOME SETTINGS:** Walking to and from school or the school bus stop from on-post quarters (Yongsan South Post and Hannam Village). Children in kindergarten and first grade may not walk to and from school or the school bus unless accompanied by sponsor, parent, or other designated person. NOTE: other designated person for accompanying kindergarten and first grade children to school from on-post quarters must be prearranged, verifiable, responsible and at least in the sixth grade.

(4) Children in grades kindergarten through second grade will not walk to and from the school bus stop that services their off-post housing area alone. The sponsor, parent, or other designated person must accompany them to and from the bus stop. This person must be in the sixth grade or higher. Children in grades three and above may walk to and from the school bus stop unaccompanied.

(5) **Children Left Alone In Quarters.** Children in the sixth grade and above may be left alone in quarters (includes housing in Area II, on-and off-post) based on the following:

(a) **HOME ALONE:** Sixth grade children may be left alone for approximately three hours. Sixth grade children must complete Home Alone Self Care Training before being left alone. The School Liaison Officer will coordinate with the Seoul American Middle School for this training to be provided to all sixth graders in the school setting.

(b) Seventh and eighth grade children may be left alone for approximately six hours during the day or evening.

(c) High school youth, 9th grade and above may be left alone overnight. Parents will be responsible for deciding who is deemed mature and responsible to stay alone and supervise middle school or older siblings during parental TDY or other temporary absences. Parents must arrange a designated, responsible, verifiable supervising adult who will be available to the youth and will check on the youth in person at least daily. Parents will be available to the youth and supervising adult by telephone or e-mail. Parents will provide power of attorney, NEO Packet, financial support and any other individualized information/supplies needed to the supervising adult.

(6) All children alone in quarters, regardless of age, must have access to a parentally designated adult who is available in the event of emergencies. All children must have the supervising adult's work and home phone numbers and necessary emergency phone numbers and the sponsor must be within the local area. NOTE: local area is defined as an area or location that is no more than one hour away by car with traffic considered. If the parent or sponsor will not be in the local area or cannot be reached, the parent or sponsor must provide a power of attorney to the supervising adult.

(7) When supervision is shifted for a period of time for reasons such as parental TDY, parents will notify the school, child care giver and any other entity with direct contact with the child(ren) of the name of the adult responsible for care in the parent's absence. Parents will also provide these entities a copy of the power of attorney and NEO Packet to include the child's passport.

Requirements For Child Sitters. Minors in the seventh and eighth grades may sit for their immediate family members or other families' children up to six hours. Minors in grades nine thru twelve may sit overnight. The American Red Cross Babysitter's Training Course is mandatory for any minor child sitting children other than immediate family members to be considered an appropriate child care option. Minors in the seventh grade and above may be included in the Youth Services Babysitting Referral List after successful completion of the course.

d. Area II residents who observe children unattended, unsupervised and/or potentially at risk, will remain with the child and:

(1) First, attempt to locate the parents.

(2) If at Yongsan, contact Yongsan Main Post Military Police Station at 724-3004 or 99-797-4096 (24 hours).

(3) If at Hannam Village, contact the Hannam Village Military Police substation at 723-9131 or 99-728-8301 (24 hours).

e. Actions law enforcement and other authorities may take when a child is found unattended, unsupervised and/or potentially at risk:

(1) The sponsor, parent or designated care provider will be contacted to immediately provide supervision. If this person cannot be located, the child will be taken into protective custody by the appropriate enforcement agency. While attempting to locate the sponsor, the following options may be used in attempt to ensure the child's safety, based on assessment of the situation by appropriate agencies. Law enforcement will assume responsibility where juvenile misconduct or runaway behavior is suspected. If child abuse/neglect is suspected, Family Advocacy will be informed and will arrange a child abuse physical examination as appropriate prior to any placement.

(a) The child may be removed to and held at the Military Police Station. This is the least desirable option and is intended for short duration only, pending assessment/investigation and coordination of a longer-term plan.

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(b) The child may be removed and taken to the 121<sup>st</sup> General Hospital where the child may be admitted for safety and evaluation.

(c) The child may be removed and placed in child care or emergency placement care (by command authority).

(d) High school youth, 10th grade and above may be released on their own recognizance if conditions in para 5(5)(c) are met; the child has a verifiable, responsible plan; and the child is not suspected of any juvenile misconduct.

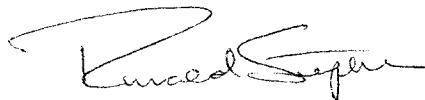
(2) The sponsor, or designated care provider, may be investigated IAW the Uniform Code Of Military Justice and applicable regulations by the Military Police and/or assessed by 121st General Hospital Social Work Service for suspected child neglect in violation of Army Regulation and this policy.

(3) A finding of neglect may be appropriate when a child is left unattended under circumstances involving potential or actual risk to the child's health or safety. If a child neglect finding is not appropriate, but parent's are in violation of this policy due to lack of child supervision, the parent's will be referred to the Child and Youth Services Central Registration Office, 738-5036, building #4211, Yongsan South Post, for information on child care options.

(4) Civilian sponsors who leave children unattended in violation of Army Regulation and this policy may administratively be determined to have engaged in misconduct and may face administrative sanctions imposed by the Installation Commander. For military sponsors, the sponsor's chain of command will be notified and take appropriate action.

6. Point of contact is ACS Family Advocacy Program Manager, 738-8861.

7. This policy memorandum supersedes Policy Memorandum # 1-11, IKAB-DCA-FS-AFA, 17 February 2005, subject as above.



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DISTRIBUTION:  
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**AGE MATRIX**

Parents and guardians are responsible for the welfare and safety of children in the military community. Each child is unique. Personality, environment, developmental progress and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. **Parents are responsible for making this decision.** The following are minimum community standards; under no circumstances will grades for activities be reduced. Parents are still **required** to assess their children and, if necessary, raise the grade, and to follow any differing preset restrictions such as school bus requirements. These guidelines apply to military and DOD personnel living on or off post.

<b>Grade of Child</b>	<b>Required Supervision</b>	<b>Left Alone in Quarters</b>	<b>Left Alone Overnight</b>	<b>Play Outside Unattended</b>	<b>Left in Car Unattended</b>	<b>Child Sit Siblings</b>	<b>Child Sit Others</b>
<b>Preschool</b>	Direct Supervision Required	No	No	No	No	No	No
<b>Elementary School K and 1st grade</b>	Direct Supervision Required	NO	NO	YES: With immediate access (visual sight or hearing distance) to adult supervision	NO	NO	NO
<b>Elementary School Grades 2, 3, 4, and 5</b>	Direct Supervision Required	NO	NO	YES: Parent or care giver in the home or immediate vicinity and knows location of child	No	NO	NO
<b>Middle School Grade 6</b>	Parental assessment. Parent knows child's location and activities. Emergency contact available.	YES With ready access to adult supervision; Limit to 3 hrs * (See Below)	NO	YES: With access to adult supervision	YES With keys removed and hand brake applied	NO	NO
<b>Middle School Grades 7-8</b>	Same as Grade 6 above.	YES With access to adult supervision; Limit to 6 hrs	No	YES: With access to adult supervision	YES	YES	YES * (See Below) Limit to 6 hours
<b>High School Grades 9-12</b>	Not Required	YES	YES With access to adult supervision	YES	YES	YES	YES * (See Below) May sit overnight

\* ACS/Family Advocacy Program Alone Self Care Training required. POC 738-8861/5150

\* American Red Cross Babysitter's Training Course (POC 738-3670) required to care for children other than immediate family members.

**To report violations of this policy that may constitute neglect, please call MPs: 724-3004/5 or Abuse Hotline: 737-4101 or 101 from any military phone.**